

DRAFT



**STATEMENT OF PROCEEDINGS
FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY AUDIT COMMITTEE
KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012**

Thursday, May 19, 2016

10:30 AM

AUDIO FOR THE ENTIRE MEETING. (16-2630)

Attachments: [AUDIO](#)

Present: James A. Blunt, Vice Chair Dorinne Jordan, Member Kieu-Anh King and Member Fred Leaf

Absent: Member Carl Gallucci

I. ADMINISTRATIVE MATTERS

1. Call to Order. (16-1314)
2. Approval of the March 17, 2016 meeting minutes. (16-1315)

Kieu-Anh King, Third District, requested a correction on the second paragraph of Agenda Item No. 21:

Kieu Anh King, Third District, indicated that the increase was recommended by the Small Business Commission and Brian Stiger, Department of Consumer and Business Affairs (DCBA), to ~~limit~~ facilitate the procurement process...

On motion of Kieu-Anh King, seconded by Dorinne Jordan, this item was approved as amended

Attachments: [SUPPORTING DOCUMENT](#)

II. BOARD POLICIES

3. Recommendation to approve the following:
- Substantive changes to Board Policy No. 3.040 - General Records Retention and Protection of Records Containing Personal and Confidential Information, extend the sunset review date to October 3, 2018 and submit to the Board of Supervisors for final action.
 - Proposed Board Policy No. 3.041 entitled Protection of Records Containing Personal and Confidential information for submission to the Board of Supervisors for final action. (5/04/16). (14-4401)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

4. Recommendation to review changes to Board Policy No. 6.030 - County Website Advertising and Hotlink Policy and extend the sunset review date to July 18, 2021 (5/11/16). (16-2551)

Peter Loo, Chief Executive Office/Chief Information Office, provided a brief overview of Board Policy No. 6.030 - County Website Advertising and Hotlink Policy.

James Blunt, First District, asked if there is a method to enforce that County departments check links and monitor their websites on a monthly basis. Mr. Loo confirmed that the Internal Services Department (ISD) has a software that can scan websites and identify links that are not functional, webmasters are aware of the service and will follow-up with ISD.

On motion of James Blunt, seconded by Kieu-Anh King, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

5. Recommendation to review changes to Board Policy No. 9.090 - Telework and extend sunset review date to 4/26/20 (4/21/16). (16-2326)

Kieu-Anh King, Third District, asked that the sunset review be amended to a five year review cycle; the decision has been discussed with the Chief Executive Office and all district offices.

James Blunt, First District, asked why the word ability was replaced with the word willingness on Board Policy No. 9.090-Telework. Eddie Washington, Department of Human Resources, indicated that all

telemanagers are required to take training courses on how to manage teleworkers to equip them with the ability to manage.

On motion of Kieu-Anh King, seconded by James Blunt, this item was approved as amended.

Attachments: [SUPPORTING DOCUMENT](#)

III. OLD BUSINESS

6. Recommendation to approve proposed Board Policy entitled, Proposed Encryption Policy and Implementation Guidelines, for submission to the Board of Supervisors for final action (3/4/16)(Continued from the meetings of 3/17/16 and 5/19/16). (16-1353)

Dorinne Jordan, Second District, requested an update of the proposed Board Policy entitled, Proposed Encryption Policy and Implementation Guidelines. Kirk Shelton, Chief Executive Office, indicated that the policy will require Contractor's to encrypt county shared data, the Chief Executive Office will serve a special role and provide oversight on the implementation process and provide a report back to the Board of Supervisors.

On motion of Dorinne Jordan, and by Common Consent, there being no objection, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)
[SUPPORTING DOCUMENT](#)

7. Community and Senior Services - Fiscal Monitoring of Dispute Resolution Program Services for Fiscal Year 2014-15 (1/20/16)(Continued from the meeting of 2/18/16). (16-0710)

Kieu-Anh King, Third District, requested an update regarding the Questioned Costs displayed on the Fiscal Monitoring of Dispute Resolution Program Services Table. Paul Goldman, Community and Senior Services (CSS), indicated that the program is funded by the Courts and it was the first time the Contractors were included in an audit. Contractors were not prepared or aware of the required reporting methods. All contractors have since been educated on the reporting methods and have submitted Corrective Action Plans; 80% of the findings have been resolved.

Kieu-Anh King, Third District, questioned how long the program has been in operation. Mr. Goldman indicated that it has been operating for sometime; however, due to financial constraints it was not included in

formal audits.

Mr. King asked Auditor-Controller (A-C) staff if there are any other known programs that have not been audited. Michael Pirolo, A-C, indicated that he did not have that information available and will provide it soon.

On motion of Kieu-Anh King, seconded by Fred Leaf, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

8. Probation Department - Hiring Practices and Grant Administration (Board Agenda Item 10, April 14, 2015) (1/22/16)(Continued from the meetings of 2/18/16 and 3/17/16). (16-0711)

Dorinne Jordan, Second District, requested an update. Arlene Barrera, A-C, indicated that Sjoberg Evashenk Consulting Inc., identified that Probation Department's (PD) hiring practices differ in comparison to other counties in the use of Polygraphs, Neighborhood Canvassing and Simulations as part of the hiring process. These methods allow PD staff to identify candidates that best fit the department. Another issue identified was that the use of banding during the examination process can compromise the Department of Justice requirements and cause positions to remain unfilled; the consultant recommended the removal of banding to resolve the issue.

James Blunt, First District, asked if selecting a candidate with higher qualifications and less seniority is prohibited. Ms. Barrera confirmed that the Memorandum of Understanding (MOU) states that candidates must be hired in seniority order. Ms. Barrera added that when external candidates apply they are placed at the bottom of the lists of each band based on their qualifying score.

Ms. Jordan questioned how PD can implement a single point of entry versus multiple points of entry; for example, make a High School Diploma or College Degree a required point of entry. Ms. Barrera indicated that the consultant recommended this method be utilized for Detention Services Officer applicants; however, due to funding this method would not be feasible for the department but are willing to work with the Classification Section to identify possible resolutions. Ms. Barrera added that other counties are exploring the possibility of recruiting candidates with Social Services backgrounds.

Ms. Jordan questioned if PD has a plan for the decreasing Juvenile

Camp populations. Ms. Barrera confirmed that the department has been very receptive to change; however, implementation of changes may be a challenge due to MOU's and Union requirements.

Kieu-Anh King, Third District, expressed his concern regarding the reports structure and questioned when a follow-up will be conducted. Ms. Barrera indicated that due to time constraints the report structure was informal and the consultant was notified; an update will be provided in the next three months.

Dorinne Jordan, Second District, requested to meet with Arlene Barrera.

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

- 9. Department of Health Services - Contract Monitoring Operations Review (2/23/16)(Continued from the meetings of 3/17/16 and 5/19/16). (16-1237)**

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

IV. REPORTS

- 10. Child Alliance, Inc. - A Department of Public Social Services Domestic Violence Supportive Services Program Provider - Contract Compliance Review (3/11/16). (16-2487)**

Agenda Item Nos. 10 and 11 were discussed jointly.

James Blunt, First District, asked why the Department of Public and Social Services (DPSS) and the Community and Senior Services (CSS) Department are not aware of unallowed charges prior to an audit. Aggie Alonso, A-C, indicated that A-C staff has the capability and resources to conduct an extensive fiscal review and departments' staff may only be able to conduct minimal reviews.

Kenyatta Ortega, DPSS, confirmed that program reviews are conducted and have uncovered unallowed charges; however, an audit provides an in-depth review and has the capability of identifying issues on a greater scale.

Fred Leaf, Fourth District, questioned if DPSS has a fiscal component for program reviews. Ms. Ortega confirmed that fiscal program reviews are conducted on most contracts; however, DPSS staff does not have the expertise or resources to identify certain fiscal issues.

Mr. Leaf questioned why both departments find it difficult to distinguish between allowable and unallowable costs. Mr. Alonso indicated that unallowed charges on both reports have to do with allocation issues, which requires an in-depth review and knowledge of the cost allocation methodology; areas that A-C staff have knowledge of. Mr. Alonso added that they work in collaboration with both DPSS and CSS during audit reviews.

On motion of James Blunt, seconded by Fred Leaf, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

- 11. Housing Authority of the City of Los Angeles - A Community and Senior Services' Workforce Investment Act and Los Angeles County Youth Jobs Programs Provider - Contract Compliance Review (3/14/16). (16-2486)**

This Agenda Item was discussed jointly with Agenda Item No. 10.

On motion of James Blunt, seconded by Fred Leaf, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

- 12. Eisner Pediatric Family Medical Center - A Department of Mental Health Service Provider - Program Review (3/15/16). (16-2485)**

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

- 13. Fiscal Year 2015-16 Cash Flow Projection (3/16/16). (16-1876)**

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

14. Department of Public Social Services - State Mandated Financial and Compliance Audit of Chicana Service Action Center Program Contract - Fiscal Years 2012-13 and 2013-14 (3/17/16). (16-2182)

Kieu-Anh King, Third District, requested clarification on the report is financial findings. Michael Pirolo, A-C, indicated that allegations concerning the agency are not fiscal related and the audit was utilized to identify compliance and assess internal controls related to specific contracts. Arlene Barrera, A-C, added that two reports were released due to fraudulent cases related to the agency that were previously addressed by the District Attorney's office and not sampled by BCA Watson Rice LLP; the issue is related to sample size.

James Blunt, First District, questioned how the criminal aspects portion of the agency was determined. Ms. Barrera indicated that the Department of Public and Social Services identified questionable activities during the monitoring review and reported the findings, which led the Auditor-Controller and the Office of County Investigations to become involved with the investigation. Robert Campbell, A-C, added that an investigation was conducted and the case was referred to the DA's Office, the principals for the agency have been arrested and charged; case is still undergoing prosecution.

Dorinne Jordan, Second District, asked what additional steps are needed and if the agency is still contracting with the County. Ms. Barrera confirmed that the agency is no longer under contract with the County.

Mr. King questioned if the agency is defunct or debarred. Ms. Barrera indicated that the agency was placed on the Contractor Alert Reporting Database (CARD) and that the agency will be debarred after prosecution.

On motion of James Blunt, seconded by Kieu-Anh King, this item was recieved and filed.

Attachments: [SUPPORTING DOCUMENT](#)

15. Alternate Public Defender - Payroll/Personnel Review (3/18/16). (16-1877)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

16. Department of Human Resources - Fiscal Review Phase I (3/28/16). (16-1878)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

17. To Help Everyone Clinic, Inc. DBA to Help Everyone Health and Wellness Centers - A Department of Public Health Division of HIV and STD Programs Provider - Contract Compliance Review (3/28/16). (16-2458)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

18. Children's Bureau of Southern California - A Department of Mental Health Service Provider - Program Review (3/28/16). (16-2484)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

19. The Village Family Services - A Department of Mental Health Service Provider - Program Review (3/29/16). (16-2483)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

20. Fiscal Year 2014-15 Single Audit Report (3/31/16)(Continued from the meeting of 5/19/16). (16-1880)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)
 [SUPPORTING DOCUMENT](#)

21. Domestic Abuse Center - A Department of Public Social Services Domestic Violence Supportive Services Program Provider - Contract Compliance Review (3/31/16). (16-2479)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

22. Department of Health Services - Asset Valuation Services and Annual Reports Special Study - Fiscal Year 2013-14 (4/5/16). (16-2023)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

23. Community and Senior Services - Fiscal Monitoring of Dispute Resolution Program Services for Fiscal Year 2014-15 (4/7/16). (16-2481)

Dorinne Jordan, Second District, requested clarification on how this report is related to Agenda Item No. 7. Elaine Boyd, A-C, indicated that adjustments to in kind expenses were made and required clarification.

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

24. California Hispanic Commission on Alcohol & Drug Abuse, Inc. - A Department of Mental Health and Department of Public Health Services Provider - Contract Compliance Review (4/13/16). (16-2482)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

25. HIPAA and HITECH Act Privacy Compliance Review - High Desert Regional Health Center (4/15/16). (16-2058)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

26. Fiscal Year 2015-16 Cash Flow Projection (4/15/16). (16-2322)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

27. Quarterly Report on Impact of Health Care Reform on County Cash Flows (Board Agenda Item 36-A, June 25, 2013)(4/15/16). (16-2478)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

28. District Attorney's Asset Forfeiture Fund (4/25/16). (16-2323)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

29. HIPAA and HITECH Act Privacy Compliance Review - Ruth Temple Health Center (4/26/16). (16-2324)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

30. Los Angeles Center for Law and Justice - A Department of Public Social Services Domestic Violence Supportive Services and Community Services Block Grant Legal Services Programs Provider - Contract Compliance Review (5/6/16). (16-2448)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

31. Semi-Annual Fraud Hotline Status Report - July 1, 2015 Through December 31, 2015 (5/6/16)(Continued from the meeting of 5/19/16). (16-2450)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

32. Episcopal Diocese of Los Angeles - A Department of Public Social Services Refugee Employment Program Provider - Contract Compliance Review (5/6/16). (16-2451)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

33. Antelope Valley Domestic Violence Council - A Department of Public Social Services Domestic Violence Supportive Services and Community Services Block Grant Programs Provider - Contract Compliance Review (5/11/16). (16-2459)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

34. Countywide Contract Monitoring Division (CCMD) Fiscal Year 2016-17 Draft Monitoring Plan (5/13/16)(Continued from the meeting of 5/19/16). (16-2531)

Aggie Alonso, (A-C), provided an overview of how the Countywide Contract Monitoring Division (CCMD) draft Fiscal Year 2016-17 (FY 16-17) Audit Plan was developed and funded. CCMD depends on available funding from county departments and monitoring is limited to social services and health departments. The FY 16-17 audit plan is entirely funded by the Department Community and Senior Services (CSS), Department of Public Social Services (DPSS), Department of Children and Family Services (DCFS), Department of Mental Health (DMH), Department of Public Health (DPH), and Department of Health Services (DHS).

Mr. Alonso stated that there are several factors and components in developing the plan that includes input from the Audit Committee, collaborating efforts with the client departments, and risk assessments that rate agencies on several factors such as financial liability issues, contract amount, previous audit findings, and programs/services they provide; sometimes the funding source determines how often the monitoring can be done.

Mr. Alonso provided a breakdown of the departments and programs and stated that there are different programs CCMD would look at within each department and will attempt to look at agencies with multiple contracts all at once.

In response to questions posed by Dorinne Jordan, Second District, Mr. Alonso confirmed that CCMD does not monitor other department's contracts because they do not have the funding unless it is a Board motion or a special request. Additionally, the only public safety department that CCMD has monitored was the Probation Department

(PD), where it was entirely funded by the department.

Ms. Alonso advised that there is a risk in not having A-C oversight and relying on departments to monitor contracts themselves. Mr. Alonso added that Los Angeles County is one of few counties that has its own unit to review contracts and non-profit agencies, other counties may absorb this segment with audit functions. CCMD is limited based on funding from client departments; there is room for improvement.

In response to questions posed by the Committee, Mr. Alonso confirmed that the budgeted cost is over the life of all contracts and the budget is not captured on an annual basis. Depending on the program, CCMD will evaluate the entire contract program and budget for that department. Mr. Alonso provided an example of DPSS where the department does a mix of their programs and explained that CMDD will look at the high risk of those arenas.

Mr. King requested CCMD produce a readable list for the Committee to provide approval. Mr. Alonso confirmed that they will provide the list with client departments.

Ms. Jordan suggested that the Committee has input on the format of the report and to have acronyms spelled out. Arlene Barrera, A-C, confirmed this will be done.

On motion of Kieu-Anh King, seconded by Dorinne Jordan, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

35. Audit Division Fiscal Years 2016-17 and 2017-18 Draft Audit Plan (5/13/16)(Continued from the meeting of 5/19/16). (16-2535)

Agenda Item Nos. 35 and 39 were discussed jointly.

Terri Kasman, Chief Account Auditor, A-C, provided an overview of Audit Plan criteria. Ms. Kasman stated that the audit plan is categorized by various types of audits including operational/performance, Board directives/group mandates, fiscal reviews such as payroll, procurement, contracting, voyager, and fleet, I.T. reviews, and State/Federal required audits. Some A-C reviews are based on previous audit experience and findings and A-C internal risk assessment. A-C works collaboratively with departments and receives input from them in developing the Audit Plan.

Kieu-Anh King, Third District, stated that he's been working with A-C staff on figuring out how to realign A-C resources with the Boards more current priorities. The first issue statement is a frequent fiscal control and compliance review that may not be the top priority in the Board's prospective. The review gives a lot of good information, but is frequently based on Board motion that passed 5-20 years ago. Mr. King indicated that this is a good opportunity to have A-C perform legislative research on which administrative compliance based audits are required and by what measures. For example, LA Care financial audit is required by State law while others are required by local ordinances/Board motion. The goal is to assess how much time is currently being allocated for these audits and to come back to the Committee with an estimate of how much time can be freed up. Mr. King requested the A-C return within two months with a plan on how to redeploy resources to address some of the recent issues that the Board has been dealing with such as homelessness, diversion, child welfare, health integration, etc. Mr. King stated that freeing up time is a good thing for all offices.

Other issue is that a large portion of the audit plan is driven by budget. The Board should be determining its audit priorities and board offices should work with A-C, CEO, and departments to figure out how to realign the budget with what the policy directives are; the direction Mr. King would like to push assuming the Committee, A-C, and CEO are aligned.

Recommendation A1.

Mr. King directed A-C to identify all routine audit reports and report back in one month.

James Blunt, First District, requested A-C to inform the Committee if there are routine audits that have very few or zero findings. These audits should be re-evaluated and could be potentially eliminated.

Recommendation A2.

Mr. King directed A-C to submit recommendations identifying which audit to perform fewer of, after completion of Item A1. A-C was directed to return to the Committee with discussion of technical assistance that they can offer to departments to help them self-manage and self-track their own compliance. The Board offices will refer to A-C to help departments develop their own protocol on how to self-monitor,

self-report, and self-correct.

Mr. King identified potential audits that could move to a less frequent risk based schedule listed Items 2A-2G of the supporting document.

John Naimo, Auditor-Controller, introduced Jim Godsey, the Managing Partner for the external county financial audit and single audit, and stated that the audit plan is shaped by Mr. Godsey's approach to the County's audit.

Mr. Godsey provided key points and stated that there are benefits to routine monitoring even if there are no findings in particular areas. Mr. Godsey noted that part of the reason there are no findings is because operational areas know they are being reviewed. Mr. Godsey is in favor of shifting risk assessment and adjusting scope and stated that the audit industry pushes for continuous auditing. Mr. Godsey urged the Committee to keep in mind that the monitoring may be routine, but needed.

Mr. King requested A-C to keep Mr. Godsey's points in mind in preparing their response to the Committee and include in their recommendation whether or not they feel that we are going below baseline for contract monitoring threshold and how much flexibility there may be above that threshold.

Mr. Blunt requested A-C to provide a one sheet document that provides a brief description and examples of each type of audit. Dr. Peter Hughes, A-C, confirmed the definitions will be provided at the next meeting.

Recommendation A3.

Mr. King stated this section directs A-C to maintain at least 3 of the routine audits: Board I.T. security policy, LA Care financial review (required by State law), and recommendation status follow-ups as needed.

Recommendation B1.

Mr. King directed A-C to draft a new board policy that requires rotational and risk based operational and programmatic audits for each county department every five (5) years. Mr. King noted that the Third District is looking for a routine timeline and protocol to have A-C visit all

departments for a thorough look at the departments' performance, matrix, resource allocation aligning the Board's priority, and make improvement recommendations and work with departments to implement them. Mr. King stated that programmatic audits are useful since it shows how the department is running their programs and how they are structuring their services. Mr. King referred A-C for recommendation on what the five (5) year audit would entail.

Dr. Hughes volunteered to conduct a beta test and will fine tune what the Committee find useful. He will provide sample as a reference point at the next meeting.

Mr. Blunt asked A-C to provide an assessment and an impact statement for what the new policy would mean to departments and the County. The policy can potentially have resource issues.

Mr. King asked A-C to provide 1-2 examples of what the policy would look like.

Dorinne Jordan, Second District, requested A-C provide a formal response of the draft policy to have a side by side comparison at the next meeting.

Mr. Naimo questioned if the audit should be tailored to address critical issues in all 37 county departments. Mr. King clarified smaller departments can have top to bottom reviews and larger departments will need to break apart.

Mr. Naimo added that for the 20 plus smaller departments that A-C has effectively assumed that business operations, such as accounts payable and accounts receivable, will need to shape the amount of time A-C would spend in those departments.

Recommendation C.

Mr. King directed each department to submit an annual monitoring report, potentially based on how CCS produces its contract monitoring report. The report will include the amount of audit and contract monitoring report each department has done on its own programs and services, the summary of findings, and summary of questioned costs. A-C can possibly create a standard template or something that varies by type of department and type of contacts they have so that at least once a year the Committee can identify what has been going on in departments that have not been heard by the Committee or clusters.

After discussion, on motion of Kieu-Anh King, seconded by Dorinne Jordan, the Audit Committee took the following actions:

1. Agenda Item No. 35 was continued to the next meeting; and
2. Agenda Item No. 39 was approved as amended:
 - Recommendations A1, A2, and A3 were approved.
 - Recommendations B1, B2, and C were continued to the next meeting.
 - A-C was asked to provide samples of a draft policy, an assessment and impact statement, an annual monitoring report, and a formal written response to the recommendations.

Attachments: [SUPPORTING DOCUMENT](#)

V. DISCUSSIONS AND ACTION ITEMS

36. Department of Children and Family Services - Overtime Review (7/2/15) (Agenda No. 7 of 12/17/15).

· Update from the Department of Children and Family Services regarding the Implementation of Flex Time as requested at the Meeting of January 21, 2016 by Lori Glasgow, Fifth District (Continued from the meeting of 5/19/16). (15-3298)

James Blunt, First District, requested this item to be continued to the next meeting, for discussion in closed session.

Attachments: [SUPPORTING DOCUMENT](#)

37. Increasing Departments' Delegated Purchasing Authority (Continued from the meetings of 3/17/16 and 5/19/16). (16-0912)

On motion of Dorinne Jordan, seconded by James Blunt, this item was continued to the next meeting to allow Robert Smythe, A-C, to attend.

38. Department of Justice - Probation Camp and Hall Reviews (Continued from the meetings of 3/17/16 and 5/19/16). (16-1354)

Arlene Barrera, A-C, reported that they are pending response from the Probation Oversight Committee on their recommendation to continue the reviews. There is currently one (1) Probation Camp review in process that A-C has been working with PD for months in trying to get a response. Aggie Alonso, A-C, stated that a report will be issued depending on the response from the PD. Ms. Barrera added that the

review was put on hold based on the Department of Justice (DOJ) monitoring ending and A-C is looking for some sort of formal direction.

Kieu-Anh King, Third District, and Dorinne Jordan, Second District, expressed that their offices does not want to wait on responses from PD and the Probation Oversight Committee and would like A-C to continue with periodic reviews.

In response to questions posed by Mr. King, Mr. Alonso confirmed that the report would be for all camps. There are five (5) provisions reviewed due to issues in previous reviews. Much of the provisions have been fully implemented for a long period of time and A-C has stopped looking at these because they have been in compliance. The remaining provisions have some issues in the most recent reviews. A-C will have to formulate a plan and since DOJ is gone A-C has control in the review and can look at high risks more frequently. All provisions will be reviewed annually and based on the findings A-C can return with a risk-based approach on how to effectively complete the audit.

Ms. Barrera explained that the DOJ had a set of standards and A-C measures based on what is stated in PD's written standards which is 90% compliance for particular provisions. However, DOJ had mentioned to PD that they only needed to be 80% compliant. A-C is unsure if PD will change some of the standards in those provisions.

Mr. King requested A-C return next month with an interim plan since it will be a smart way to deploy resources.

On motion of Kieu-Anh King, seconded by Dorinne Jordan, this item was continued to the next meeting with the request of A-C to provide an interim audit plan for Probation Camp and Hall reviews.

39. Discussion and recommended changes to the 2016-17 Countywide Audit Plan (Continued from the meeting of 5/19/16). (16-2325)

Agenda Item Nos. 35 and 39 were discussed jointly.

After discussion, on motion of Kieu-Anh King, seconded by Dorinne Jordan, the Audit Committee took the following actions:

1. Agenda Item No. 35 was continued to the next meeting; and
2. Agenda Item No. 39 was approved as amended:
 - Recommendations A1, A2, and A3 were approved.

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- Recommendations B1, B2, and C were continued to the next meeting.
 - A-C was asked to provide samples of a draft policy, an assessment and impact statement, an annual monitoring report, and a formal written response to the recommendations.

Attachments: [SUPPORTING DOCUMENT](#)

40. Pending Audits/Monitoring Reports. (16-1316)

There we no matters presented.

VI. MISCELLANEOUS

41. Matters not on the posted agenda (to be Presented and Placed on the Agenda of a Future Meeting). (16-1317)

There were no matters presented.

42. Public Comment. (16-1318)

No members of the public addressed the Committee.

43. Adjournment. (16-1319)

There being no further business to discuss, the meeting was adjourned at 12:19 p.m.